

READERS GUIDE

The Operating Budget and Financial Plan contains the Mayor's budget message, the Chief Financial Officer's transmittal letter, and chapters on special issues and agency budgets. As the National Advisory Council on State and Local Budgeting (NACSLB) *Recommended Budget Practices* advise, budgets should indicate information to provide the reader with a guide to the programs that the government operates and the organizational structure. A description of each section of the budget is presented below in the order it appears in the document.

March 13, 2000

The Honorable Linda W. Cropp
Chairman
Council of the District of Columbia
One Judiciary Square
441 4th Street, N.W., Suite 704
Washington, D.C. 20001

Dear Chairman Cropp:

I am pleased to transmit to you the FY 2001 Budget and Financial Plan – Making the Vision a Reality. This budget represents the key first step in implementing the goals set by citizens through the Neighborhood Action process. When thousands of residents came together at the Citizen Summits in November and January, they made it clear that they wanted more opportunities for children, safer and healthier neighborhoods, and a government that works. This budget defines the resources needed to make a giant leap toward fulfilling those goals.

Mayor's Transmittal Letter

This letter presents Mayor Anthony Williams' budget message to the citizens of the District of Columbia that reflects his vision, key priorities, and strategic policy proposals for FY 2001.

March 13, 2000

The Honorable Anthony A. Williams
Mayor
One Judiciary Square
441 4th Street, N.W.
Washington, D.C. 20001

Dear Mayor Williams:

I am pleased to transmit to you the Fiscal Year 2001 Operating Budget and Financial Plan and Fiscal Year 2001 to 2006 Capital Improvements Plan. These documents are being submitted in accordance with Section 11603 of the National Capital Revitalization Act, which allows the Mayor, the Council, and the District of Columbia Financial Responsibility and Management Assistance Authority to develop a consensus budget approval process.

Chief Financial Officer's Transmittal Letter

This letter transmits the FY 2001 Operating Budget and Financial Plan and the six-year Capital Improvements Plan to the Mayor by the Chief Financial Officer of the District of Columbia.

Special Chapters

Introduction (Making the Vision a Reality)

This introductory chapter presents the Mayor's FY 2001 spending initiatives for implementing his City-Wide Strategic Plan. This chapter also discusses funding allocations for citizen priorities established at the November 1999 Neighborhood Citizen Summit.

Overview of the Budget

This chapter presents a descriptive and graphical overview of the budget and financial plan. It covers the FY 2001 budget development process, describes the sources and uses of the funds, discusses the beginning and ending Fund Balance, and provides an overview of the Mayor's key priorities for FY 2001.

Financial Plan

This chapter summarizes planned revenues and expenditures for FY 2001 and shows the impact on the out years. It assesses the impact of budgetary decisions on the financial health of the District.

Revenue

This chapter presents in detail the current revenue projections certified by the Chief Financial Officer and the Financial Authority. This chapter also addresses the District's revenue sources, its economy, and the outlook for revenue through FY 2004.

District-Federal Relations

This chapter examines the fiscal relationship between the District and the federal government in several critical areas: (a) state functions that have remained the sole responsibility of the District; (b) lack of compensation to the District for services provided to the federal government; and (c) revenue loss due to federal restrictions on the District's ability to tax. Redefining these fiscal relationships and creating innovative partnerships between District agencies and federal departments will help to ensure the District's long-term financial stability.

Tobacco Settlement Trust Fund

This chapter presents the Mayor's proposed guidelines for using proceeds from the Tobacco Settlement Trust Fund and his FY 2001 spending plan for tobacco settlement payments. The Mayor's spending plan provides funding for new programs in four priority areas: tobacco control, health promotion, education, and families.

Agency Budget Chapters

These chapters provide general operational, programmatic and financial information on the specific programs within District agencies. Agency budget chapters are grouped by appropriation title and contain the following information:

- Agency Mission
- Fast Facts
- FY 2001 Proposed Budget by Control Center
- Agency Overview
- Organizational Chart
- Agency Operating Budget
- Agency Funding Summary
- Occupational Classification Codes of Agency Full-Time Equivalents (FTEs)
- Performance Goals and Targets

Agency Mission

The Mission of the D.C. office of Aging is to advocate, plan, implement, and monitor programs in health, education, employment, and social services which promote longevity, independence, dignity, and choice for our senior citizens.

Agency Mission

This section of the narrative describes the agency's mission, that is, the overall purpose of the agency; such as, to plan and implement programs for the District's senior citizens or to provide quality education to improve the academic performance of school children in the District of Columbia.

Fast Facts

- The proposed FY 2001 operating budget is \$19,956,976, an increase of \$693,271 over the FY 2000 budget. There are 26 full time equivalents (FTEs) supported by the budget.
- During FY 2000, the agency began the construction of a seniors' wellness center.
- The agency delivered one million meals to prevent hunger, and maintained programs and services for special populations (the blind, hearing-impaired, the homeless, and the unemployed).
- Expanded employment opportunities for senior citizens.

Fast Facts

This section provides highlights of the agency's proposed budget and the accomplishments during the current and preceding fiscal years.

FY 2001 Proposed Budget by Control Center (Dollars in Thousands)

Office of Property Management

Control Center	Proposed FY 2001 Budget
0040 BUILDING MANAGEMENT ADMINISTRATION	6,140
0090 FACILITY OPERATIONS CONSTRUCTION ADMIN	9,190
AMO Office of Property Management	35,334

FY 2001 Proposed Budget By Control Center

This section presents the agency's FY 2001 proposed budget by control center. The control center is the basic unit of budgetary and financial control in the District's financial management system.

Agency Overview

The D.C. Office on Aging achieves its mission through advocacy, leadership, management, program, and fiscal responsibilities. The office administers the information and assistance center, a senior employment and training program, a nursing home, and funds the non-profit Senior Service Network. The programs are operated through one control center (CC) with four responsibility centers (RC):

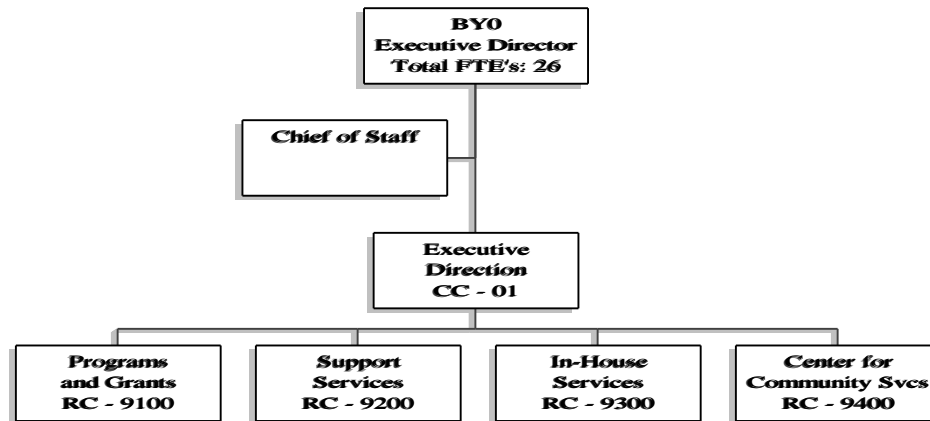
Agency Overview

The agency overview presents a summary of the programs and services that the agency provides. A description of the various divisions within the agency is also included in this section.

Organization

The agency's organization chart displays the structure of the agency. The chart shows the title of the agency's director, the total number of FTEs, the name of the control center(s), and the name and code of the responsibility centers. Each agency has at least one control center and one responsibility center. The control center is the basic unit of budgetary and financial control in the District's financial management system. The responsibility center is a component of the control center. An agency may have one control center and multiple responsibility centers, as shown in the organization chart below.

Organization Chart



Agency Operating Budget

This section of the narrative presents a summary of the agency's expenditures and FTE positions for the preceding year, current year, and upcoming fiscal year. The summary table (shown below) provides financial data by object class and by sources of revenue. It is important to note that expenditures in the operating budget are composed of two categories: (1) Personal Services (PS) and Nonpersonal Services (NPS). PS expenditures include regular pay, additional gross pay, and fringe benefits; NPS expenditures include office supplies, telephone, rent, contracts, subsidies and transfers, and equipment.

Agency Operating Budget Table

FY 2001 Proposed Operating (Dollars in Thousands) Office on Aging									
Object Class		FY 1999 Unaudited		Budget FY 2000		Proposed FY 2001		Variance	
Regular Pay -Cont. Full		896		1,112		1,306		195	
Regular Pay -		123		0		0		0	
Additional Gross		23		0		0		0	
Fringe Benefits		151		200		214		14	
Subtotal for: Personal Services		1,193		1,311		1,520		209	
Supplies and		9		35		35		0	
Utilities		54		48		30		-18	
Telephone, Telegraph,		25		28		30		1	
Rentals - Land and		0		17		23		6	
Other Services and		93		127		145		18	
Contractual Services -		3,349		5,181		5,220		39	
Subsidies and		13,197		12,414		12,853		439	
Equipment and Equipment		64		102		102		0	
Subtotal for: Nonpersonal Services		16,792		17,952		18,437		485	
Total		17,985		19,264		19,957		693	
Authorized Spending by Revenue Type:									
		FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
Local		15	11,222	14	13,316	14	14,728	0	1,413
Federal		7	4,996	9	5,300	9	4,963	0	-337
Other		0	1,133	0	0	0	0	0	0
Intra-District		2	635	3	648	3	265	0	-383
Total:		24	17,985	26	19,264	26	19,957	0	693

Agency Funding Summary

The proposed FY 2001 operating budget for all funding sources is \$19,956,976, and 26 FTEs, an increase of \$693,271 or 3.6 percent, over FY 2000 approved budget. The agency receives funding from local, federal and intra-District sources. There are 26 FTEs supported by this budget.

Agency Funding Summary

This section presents the agency's total operating budget from all funding sources (i.e., from local revenue, federal and private grants, other revenue, and intra-District sources). A comparison of the proposed budget to the current year budget is presented.

Agency FTEs by Occupational Classification Code

OC Code	FTEs in FY 2001
Official /Administrative	5
Professional	13
Technical	0
Protective Services	0
Paraprofessional	3
Office/Clerical	5
Skill Craft Worker	0
Service Maintenance	0
Total	26

Occupational Classification Code

This section presents information on the occupational classification of the agency's workforce. The workforce is classified into eight major occupational categories, for example, professional, office/administrative, or skill craft worker.

Performance Goals and Targets

The performance goals and targets below were adapted from the Executive Director of the Office on Aging's performance contract with the Mayor.

Performance Goals and Targets

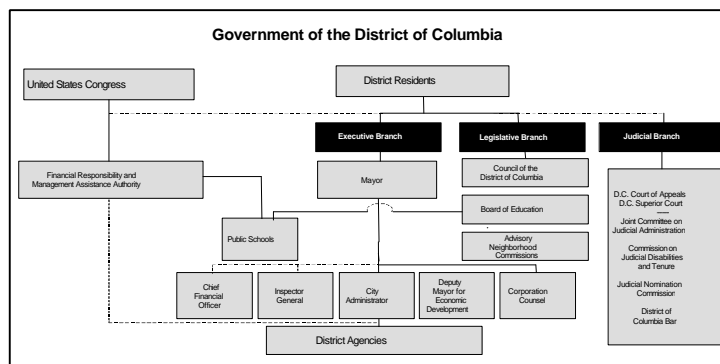
The performance goals and targets included in the agency director's performance contract with the Mayor are summarized in this section.

Appendices

The appendices contain the following information, which is described below:

- Organization Chart of the District of Columbia
- Budget Request Act
- Summary Financial Tables
- Glossary of Terms

Organization Chart of District of Columbia government.



A BILL

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

To approve the request of the District of Columbia government for the fiscal year ending September 30, 2001.

BE IT ENACTED BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, that this act may be cited as the "Fiscal Year 2001 Budget Request Act".

Budget Request Act

This is the legislation that provides agencies and other units of the District government the authority to spend funds on programs, projects, or activities.

Appropriation Title (Thousand of Dollars)	FY 1999 Unaudited Local Expenditures	FY 2000 Local Approved Budget	FY 2001 Local Proposed Budget	Net Changes From FY 2000 Approved Budget
Agy Code Agency Name	Amount	Amount	Amount	Amount
Public Works				
KA0 Department of Public Works	108,732	96,646	97,484	838
KV0 Department of Motor Vehicles	9,917	22,336	24,533	2,197
KC0 D.C. Taxi Cab Commission	261	296	301	5

Summary Financial Tables

These tables provide actual expenditures and FTEs for the preceding fiscal year, and budgeted amounts and FTEs for the current and upcoming fiscal year. Data is provided for local, federal, private, other, and intra-District sources of revenue.

**Glossary of
Budget Terms**

Appropriated Revenue – Revenue collected by an agency on behalf of the District Treasury; such revenue is used to support the operations of all agencies.

Amendment – A proposed change to a budget that is not yet finally approved, but has been formally submitted by the executive to the legislative branch.

Budget Modification - A change in any portion of the budget during the fiscal year.

Budget Preparation - The budget planning and development process from the initial budget call, up to and including final approval by Congress.

Glossary of Terms

A listing of the terms and acronyms used in the budget documents.